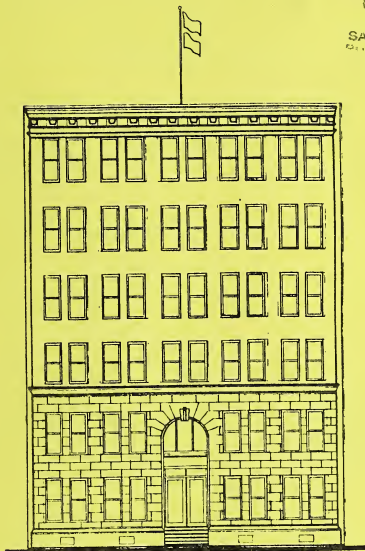


# EVACUATION PLAN

DOCUMENTS DEPT.

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PREPARED BY

SYLVIA CHANEY WILLIAMSON



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450 MC ALLISTER

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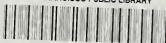


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EVACUATION PLAN  
for  
450 McAllister  
City Hall Annex of the City and County of San Francisco

Prepared By  
Sylvia Chaney Williamson

This Report was prepared as a Volunteer Project by Sylvia Chaney Williamson. Its purpose is to be used as a guideline for establishing Emergency Response Teams. It also serves as a prototypical example procedure for evacuating highrise office buildings during a Disaster Emergency.

APRIL 1984

D REF 363.348 W676e

Williamson, Sylvia  
Chaney.  
Evacuation plan for 450  
McAllister, City Hall  
1984]

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## ACKNOWLEDGEMENTS

I am deeply indebted to Dean Macris, Director of City Planning, who arranged for me to survey employees at 450 McAllister. I appreciate the cooperation of Margaret Brady, Former Director, San Francisco Parking Authority; Robert C. Levy, Superintendent, Office Building Inspection, Department of Public Works; and Wallace Wortman, Director of Property, Real Estate Department for allowing their respective staffs to participate in the survey.

This research could not have been conducted without the assistance of Milton Edelin, Deputy Director of City Planning as well as the assistance of the graphic, architectural and clerical units of the Department of City Planning.

Special thanks to the many employees of 450 McAllister who took the time to complete the Evacuation Plan Questionnaire.



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**EVACUATION PLAN FOR DISTRIBUTION  
TO ALL EMPLOYEES**



SAN FRANCISCO CITY HALL ANNEX

450 McAllister Street

Emergency Telephone Numbers and Facilities

San Francisco Fire Department 911 or 861-8020

San Francisco Police Department 911 or 553-0123

Building Office, (Monday-Friday, 8:00 am - 5:00 pm) 558-4347

Office of Emergency Services 558-2984

Ambulance: San Francisco Ambulance 911 or 431-2800

King American Ambulance 911 or 931-1400

Paramedics 911

Hospitals: San Francisco General Hospital 821-8111

St. Francis Hospital 775-4321

Mass Care and Casualty Care Facilities After An Earthquake:

Mass Care: Civic Auditorium and Brooks Hall

First Aid Stations: Central Emergency Aid Station, 135 Polk or 50 Ivy Street.

Mission Neighborhood Health Ctr. 240 Shotwell

North of Market Senior Service Ctr. 333 Turk St.

-----

Please make sure these telephone numbers are readily available in the event an Employee requires emergency medical care or the building is experiencing an emergency situation.



## THE BUILDING 450 MCALLISTER, CITY HALL ANNEX

### THE EVACUATION PLAN

City Hall Annex is located at 450 McAllister Street in the Civic Center of San Francisco. It is a six-story building containing 33,100 square feet of office space plus 7,000 square feet of basement area (storage space). It is abutting a two-story building on the west side (456 McAllister) and adjacent to a public parking lot on the east side, within the block bounded by McAllister, Van Ness, Polk and Redwood Streets. The building has two elevators, a stairwell from basement to roof top and a fire escape ladder mounted on the outside of the rear of the building that exits to the street. The building houses the employees of the Departments of Public Works, City Planning, Parking Authority, and Real Estate.



<u>Name of the Department</u>	<u>Floor</u>	<u>Total Responses</u>	<u>Total Floor Population</u>
Department of Public Works	1st floor	43	55
	2nd floor	22	45
	3rd floor	36	44
Department of City Planning (3 staff people on 6th floor)	4th floor	40	51
	5th floor	36	43
Real Estate Department & The Parking Authority	6th floor	22	26
	Total	199	264

After organizing a grid of the floor plan into North, South, East and West, each employee was asked: On what side of the building is your desk located and what is your office number. This provided a more exact designation of the location of the employee.

We found that 35 percent of the staff respondents were located on the west side of the building. The table below shows the total population, total respondents and building location of respondents.

#### Emergency Evacuation Questionnaire

# People	1st	2nd	3rd	4th	5th	6th
Total Floor Responses	43	22	38	40	36	22
Total Floor Population	55	45	44	51	43	26
Response %	78%	48%	84%	78%	83%	85%
Total Responses	201					
Total Population	264					

	Building Location of Respondents					
	1st	2nd	3rd	4th	5th	6th
Total (35%)						
70 West (22%)	18 West	3 West	16 West	12 West	11 West	10 West
43 North (27%)	9 North	7 North	7 North	9 North	7 North	4 North
55 East (16%)	8 East	7 East	9 East	12 East	14 East	5 East
31 South	8 South	5 South	4 South	7 South	4 South	3 South

\*Total respondents initially 199; 2 questionnaires came in after document was completed, which is why new respondent total is 201..





**BUILDING RESPONDENTS PLOT PLAN**  
**450 McALLISTER**

**REDWOOD**

**NORTH**

**22%**

**WEST**

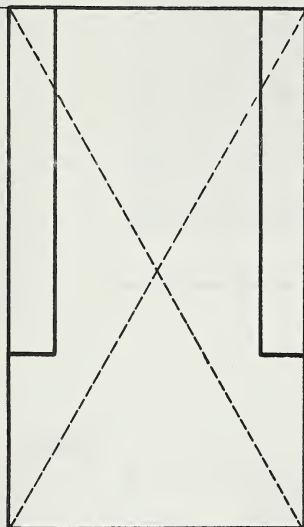
**35%**

**EAST**

**27%**

**SOUTH**

**16%**



**McALLISTER**



# BUILDING LOCATION OF RESPONDENTS

## 450 McALLISTER

**FLOOR** **#PEOPLE**

6th		3
5th		4
4th		7
3rd		4
2nd		5
1st		8

**SOUTH  
ELEVATION**

**#PEOPLE**

	10
	11
	12
	16
	3
	18

**WEST  
ELEVATION**

**FLOOR** **#PEOPLE**

6th		4
5th		7
4th		9
3rd		7
2nd		7
1st		9

**NORTH  
ELEVATION**

**#PEOPLE**

	5
	14
	12
	9
	7
	8

**EAST  
ELEVATION**



## EMERGENCY PROCEDURES

Fortunately, emergencies do not occur very often, but should an emergency occur, this information will help all of us to assist each other through such an emergency. Success of any emergency procedure is dependent upon advance planning and training. With your cooperation, we will be able to eliminate panic and confusion.

## PURPOSE OF THE PLAN

The purpose of this plan is to establish a continuing state of readiness for the protection of employees of this building in the event of an emergency condition such as serious illness, fire, earthquake, bomb threat, explosion or other disaster. This plan is designed to protect lives and property, preserve the organizational structure and ensure continuity or early resumption of essential services.

## Authority for the Employee Protection Program

This plan has been approved by the Director of City Planning.

## Building Emergency Committee

This Committee will be composed of the Emergency Coordinator and alternate, Floor Wardens and other personnel as necessary. These individuals will meet annually during the month of \_\_\_\_\_ to maintain this Emergency Plan and to discuss building safety problems.



### ORGANIZATION

Once this Emergency Plan had been placed into operation all emergency operations shall be directed by the "Command Center", which shall be staffed by the Emergency Coordinator and his/her staff. Command Center staff shall consist of the:

Emergency Coordinator

Alternate Emergency Coordinator

Emergency floor personnel will include as necessary:

Floor Wardens

Rescue and Search Personnel

Medical First Aid Personnel





## DUTIES OF THE EMERGENCY COORDINATOR

- A. Responsible for the preparation and training of personnel on their assigned floors to ensure proper functioning during an emergency.
  - 1. Post emergency evacuation route diagrams.
  - 2. Be completely familiar with the floor arrangement, the number of floor occupants and the location of exits.
  - 3. Familiarize all employees on your floor with emergency procedures.
  - 4. Identify handicapped employees. Assign responsibility and provide a plan for their safe conduct in emergencies.
  - 5. Identify personnel trained to render First Aid and CPR. Be sure that adequate first aid equipment is provided and make its location on your floor known. See that Red Cross certificates are current and arrange for retraining when necessary.
  - 6. Know location of fire extinguishers and how to use them.
- B. During an emergency, in addition to the above:
  - 1. Be readily identifiable with caps, armbands or jackets.
  - 2. Divide each floor population into two groups. Formulate the traffic flow pattern to be followed for relocation via emergency stair exits.
  - 3. Assure that all persons on the floor are notified of the emergency and all are relocated, if necessary, to a safe area. A SEARCH must be conducted in all lavatories, offices, conference rooms, etc. to assure that all persons, including handicapped employees and clientele, are evacuated. Appoint SEARCH PERSONS to do this task.



4. Appoint STAIR EXIT GUARDS to supervise orderly movement of employees to other floors or to close off exits not to be used, such as elevators.
- C. Alternates are to be prepared to assist Floor Coordinators or substitute for them in their absence.



## DUTIES OF THE FLOOR WARDENS

Under the guidelines set forth by the Emergency Coordinator and his/her Emergency Plan:

1. Appoint area wardens if not previously provided for in the existing plan.
2. Be completely familiar with the floor arrangement, the number of floor occupants and the location of floor exits.
3. Divide the floor population into groups and formulate the traffic patterns to be followed to evacuate by emergency stair exits.
4.
  - a. Assign stair exit wardens for floor evacuation.
  - b. Assign elevator safety monitors.
5. Examine and determine that all fire doors to stairs are properly maintained and that no exit doors are obstructed, blocked open, or inoperable.
6. Maintain an up-to-date listing of all personnel with physical disabilities who cannot use the stair exits unaided. Make arrangements to have these people assisted when evacuation of their area is directed.
7. Take necessary action to prevent panic.
8. Assure that all people on the floor are notified of a fire or other emergency and that all are relocated, if necessary, to a safe area.
9. A search must be conducted in all restroom facilities, offices, conference rooms, closets, etc., to assure that all people are out.
10. Reassure all personnel to avoid panic.

## THEORY OF THE EARTH

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## EXTREME EMERGENCY ANNOUNCEMENT

(Emergency Coordinator)

In Emergencies such as FIRE - actual or imminent, make the following announcement:

### Announce Message #1

Attention -- Attention: We have an emergency on floor \_\_\_\_\_. Follow the directions of your floor warden.

Move to your exit stairwells and slowly walk down to street level and evacuate the building.

Repeat the message.

### Announce message #2 to receiving floors:

Attention -- Attention: Be prepared to receive persons on your floor from the floors above.

Repeat message.

# THEORY OF THE EARTH

## CHAPTER I

THE EARTH IS A SPHERE, AND ITS SURFACE IS DIVIDED INTO TWO EQUAL PARTS BY A GREAT CIRCLE, CALLED THE EQUATOR.

THE EQUATOR

IS THE LINE WHICH

SEPARATES THE NORTH AND SOUTH POLES OF THE EARTH.

THE NORTH POLE IS THE POINT

TO WHICH ALL THE LINES OF LONGITUDE CONVERGE.

THE SOUTH POLE IS THE POINT

TO WHICH ALL THE LINES OF LONGITUDE CONVERGE.

THE EARTH IS DIVIDED INTO SEVEN CLIMATES.

THESE CLIMATES ARE THE TROPICS, THE ZONES, AND THE POLES.

THE TROPICS ARE THE LINES

WHICH ARE PARALLEL TO THE EQUATOR.



## EVACUATION/RELOCATION PROCEDURES

The following procedures are to be followed immediately whenever notified by your Emergency Floor Coordinator that an emergency exists. Coordinators may be equipped with a whistle. If you hear a whistle -- Listen! Do not evacuate unless directed by a person in authority.

1. Walk directly to the exit designated for the area you are in at the time the "signal" is given.
2. Do not collect personal belongings before exiting. The Emergency Floor Coordinator needs your full and immediate attention. You will be advised when it is safe to return to the building to collect purses, packages, etc.
3. Walk -- Do not Run! Do not use elevators, unless directed to do so by the Fire Department.
4. Proceed down the stairway as quickly as possible, but in an orderly manner. DO NOT PUSH OR SHOVE PAST OTHERS on the stairwell.
5. People in wheelchairs or using crutches should be carried. Wheelchairs or crutches should not be taken into the stairwell.
6. DO NOT TALK during the exiting period in order to allow Emergency Floor Coordinator to issue and receive instructions.
7. Comply with Emergency Floor Coordinator's instructions completely.
8. DO NOT SMOKE -- All cigarettes, cigars and pipes should be extinguished immediately at the time the notification is given.
9. Upon reaching the street level, clear the exit way immediately. Move to designated safe refuge area.



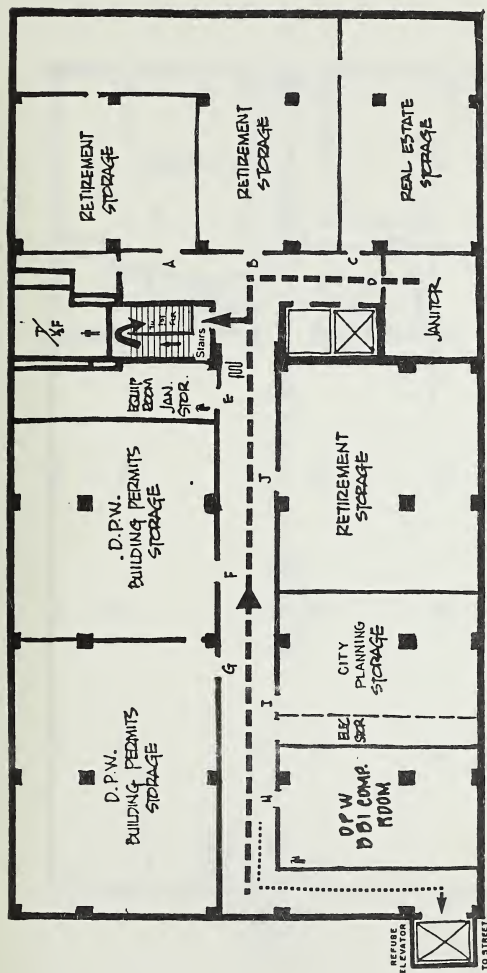
10. If relocation is necessary, stay in vicinity designated by Emergency Floor Coordinator, who will let you know if/when it is safe to return to the building. Anyone who does not return after an all-clear is given will NOT be excused with PAY.
11. REMAIN CALM -- DO NOT PANIC.

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF THE HISTORY OF ARTS  
AND ARCHITECTURE  
1100 EAST 58TH STREET  
CHICAGO, ILLINOIS 60637  
TEL: 773-936-5000  
WWW.HA.UCHICAGO.EDU

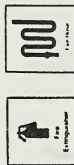
### EXIT PATTERNS

LOCATION	PRIMARY EXIT	SECONDARY EXIT
Basement	Go up to 1st floor use Front Entrance	Emergency Rear Door Exit
1st Floor	Front Entrance of Building	Emergency Rear Door Exit
2nd Floor	Downstairs to Front Entrance	Fire Escape
3rd Floor	Downstairs to Front Entrance	Fire Escape
4th Floor	Downstairs to Front Entrance	Fire Escape
5th Floor	Downstairs to Front Entrance	Fire Escape
6th Floor	Downstairs to Front Entrance	Fire Escape





SCALE 1/8" = 1'-0"



# GROUND (BMT.) FLOOR

--- PRIMARY EXIT

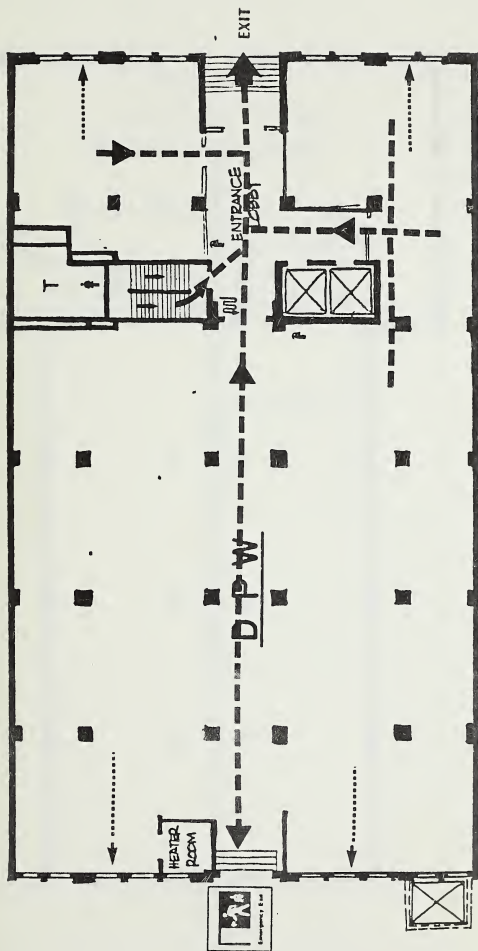
..... SECONDARY EXIT



CITY HALL ANNEX  
450 McALLISTER ST.







SCALE 1/8" = 1'-0"



# FIRST (MAIN) FLOOR

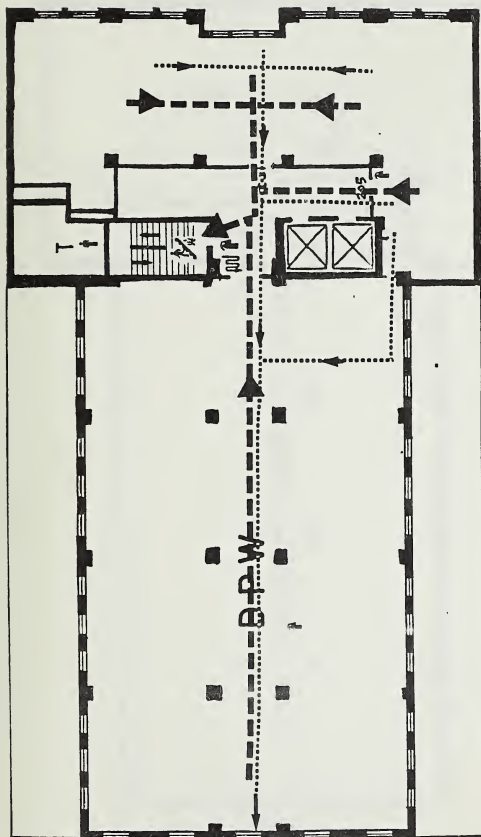
--- PRIMARY EXIT

..... SECONDARY EXIT



CITY HALL ANNEX  
450 MCALISTER ST.





SCALE 1/8" = 1'-0"



## SECOND FLOOR

D.P.W. BUREAU OF BUILDING INSPECTION

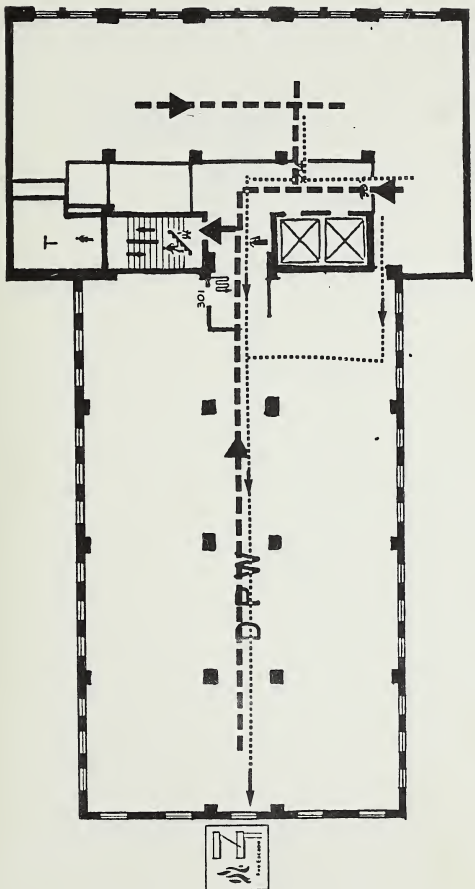
----- PRIMARY EXIT

..... SECONDARY EXIT

CITY HALL ANNEX  
450 MCALLISTER ST.







SCALE 1/8" = 1'-0"



## THIRD FLOOR

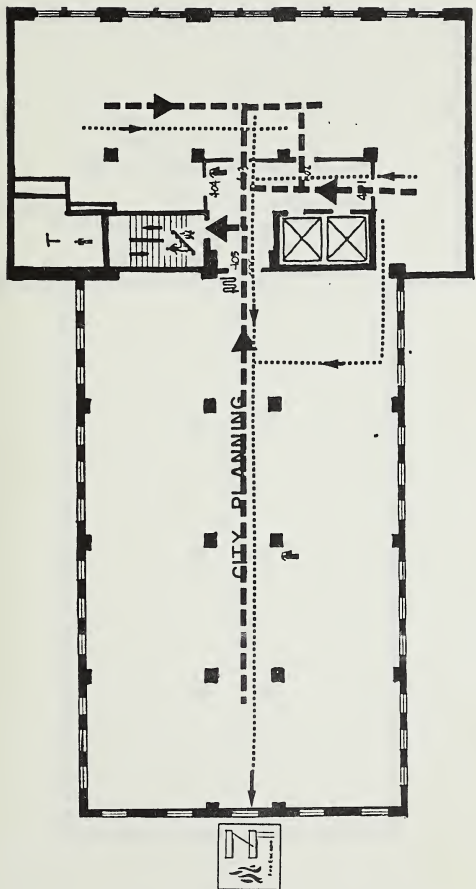
--- PRIMARY EXIT

..... SECONDARY EXIT

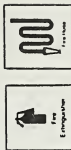
CITY HALL ANNEX  
450 McALISTER ST.







SCALE 1/8" = 1'-0"



## FOURTH FLOOR

PRIMARY EXIT

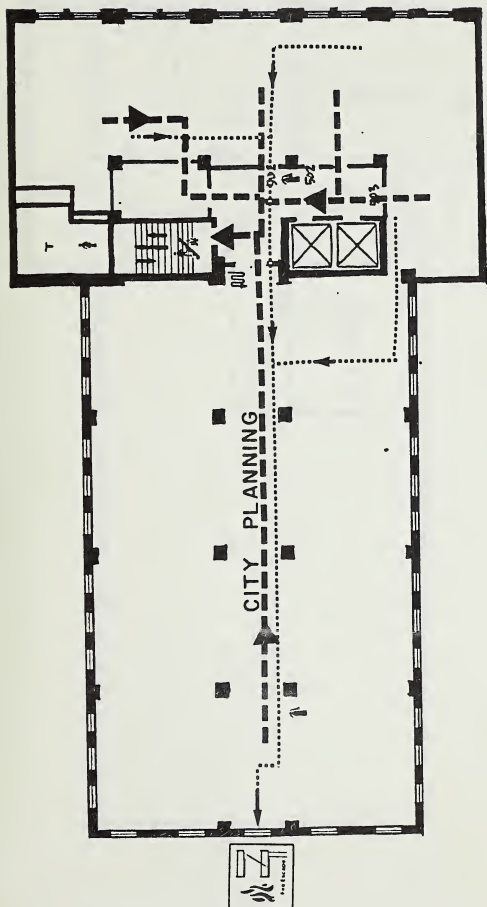
SECONDARY EXIT



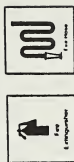
CITY HALL ANNEX  
450 MC ALLISTER ST.







SCALE 1/8" = 1'-0"



CITY HALL ANNEX  
450 McALLISTER ST.

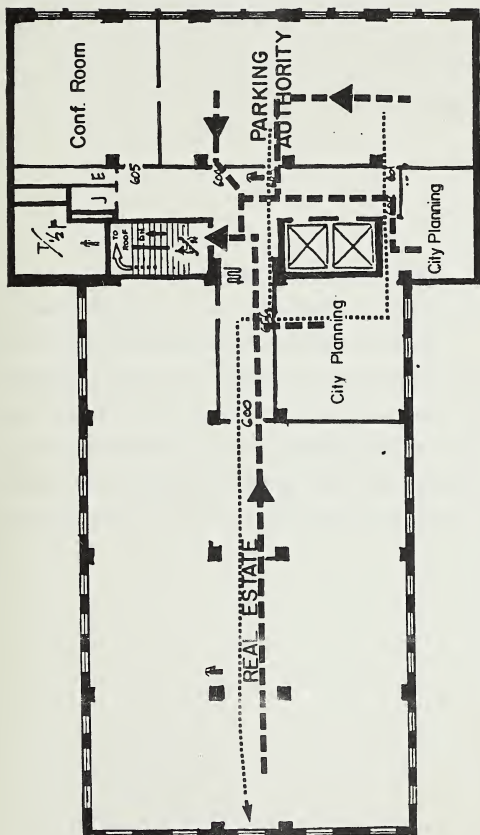
## FIFTH FLOOR

--- PRIMARY EXIT

..... SECONDARY EXIT







SCALE 1/8" = 1'-0"



## SIXTH FLOOR

PRIMARY EXIT

SECONDARY EXIT

CITY HALL ANNEX  
450 McALLISTER ST.





#### MEDICAL AND FIRST AID PROCEDURES

If it becomes necessary to use an ambulance and the emergency medical facilities, the following procedures should be followed:

1. Immediately contact the receptionist with the name of the injured person, the location of the injured person, and the nature of illness or injury.
2. The receptionist will call the ambulance service: 911.
3. The ambulance service will take an ill or injured person to the closest emergency hospital if a preference is not indicated by the patient.



## EARTHQUAKE

### In The Event Of An Earthquake

1. Stay in the building.
2. Take shelter under tables, desks, doorways, and similar places.
3. Keep away from overhead fixtures, windows, skylights, filing cabinets, and bookcases.
4. Keep calm and await emergency instructions.

If evacuation is ordered:

1. Evacuate as instructed by emergency personnel.
2. Beware of falling debris or electrical wires as you exit.
3. Proceed to evacuation area.
4. Take precautions against additional earthquake shocks.
5. Follow all emergency instructions.

After an Earthquake:

After an earthquake there may be after shocks. Generally, most are smaller than the main shock, but some may be large enough to cause additional damage.

### GAS

Inspect all gas equipment for broken or leaky pipes DO NOT smoke, use matches, candles or any open flames. If you smell gas call the building management office immediately.

### ELECTRICITY

DO NOT touch fallen or damaged electrical wires. DO NOT touch any electrical equipment, fixture, outlet or switch while you are wet or standing in water. DO NOT touch any wet electrical power switch, unplug the appliance and allow to dry thoroughly before using.





### WATER

If pipes are broken inside your office, attempt to notify the building management office. Do not flush toilets if sewer lines are broken. Clean up flammable liquids which have spilled. Immediately clean up spilled medicines, drugs and harmful material. Open closet and storage doors carefully, as objects may fall from shelves.

Turn your battery operated Radio on. Do not use the telephone except to report emergencies.

Do not go sightseeing.

### MASS CARE FACILITY

A location such as a school, from which lodging, feeding, clothing, registration, welfare inquiry, first-aid and essential social services can be provided to disaster victims during the immediate post-disaster period.

Operated by the Red Cross, Department of Social Services, School District, Park and Recreational Department, University of San Francisco and Salvation Army.

### CASUALTY CARE FACILITY

May be either a Hospital with full capabilities for surgery, X-ray, laboratory, etc. for treating major injuries or it may be a First Aid Station with lesser capabilities for treating less severe injuries. These facilities are comprised of both private and public agencies.



## FIRE PREVENTION MEASURES

1. Do not accumulate discarded files and paper trash in your office or storage area.
2. Pay special attention to housekeeping in areas which produce lots of trash, such as duplicating machine areas and mailrooms.
3. Keep your electrical appliances and electrical cords in good repair. Inspect all electrical cords for damage.
4. Do not overload electrical outlets.
5. Do not store large quantities of flammable solvents and duplication fluids.
6. Store all flammable fluids in a safe cool location.
7. When furnishing the office, consider the potential for toxic gas, smoke and flame being produced by many synthetic materials. (Flame-Proof check the safety of each material selected in your office.)
8. In areas which could cause an increased danger of fire, install additional fire extinguishers.



### IN THE EVENT OF FIRE

The authority to move people from offices and entire floors in the event of a fire emergency rests with the Emergency Coordinator and Floor Wardens. The San Francisco Fire Department has total authority for relocating people and to evacuate a part or all of the building upon arrival at the building.

1. Any person seeing a fire or smelling smoke, is to warn all persons nearby.
2. Call the San Francisco Fire Department telephone 911 or 861-8020. Do not assume someone else will or has reported the fire.
3. Individuals familiar with and trained in the use of fire extinguishers should attempt to extinguish small manageable fires only. Do not get yourself between the fires and a means of escape.
4. Assist all the handicapped individuals. Assign at least two people to help move them to a safe area.
5. Do not open hot doors. Before opening any door, touch it near the top to see if it is hot. A fire on the other side will blast through the slightest opening with tremendous force and heat.
6. Close all doors along the exit route to prevent further spread of the fire.
7. Do not use elevators. In emergency situations they will be used only by the Fire Department and the building emergency team.
8. Do not break windows to vent smoke. Falling glass is a serious threat to people and fire fighters below.



## BOMB THREAT AND SEARCH

Employees receiving or discovering a bomb threat or emergency should immediately notify the emergency coordinator or floor warden.

If a bomb threat is received by phone, ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. Who placed the bomb and why was it placed?
5. Keep the caller on the phone.
6. Keep the caller on the phone as long as possible.

Record the following information:

1. Time of call.
2. Date of call.
3. Exact words of person.
4. Age, sex, adult, child.
5. Speech pattern, accent.
6. Background noises.

If a bomb threat is received by mail employees should:

1. Not handle the letter, envelope or package.
2. Notify the Emergency Coordinator.





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# FIRE ESCAPE

